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# GENERAL ADMINISTRATION

## Functional Area Budget Highlights

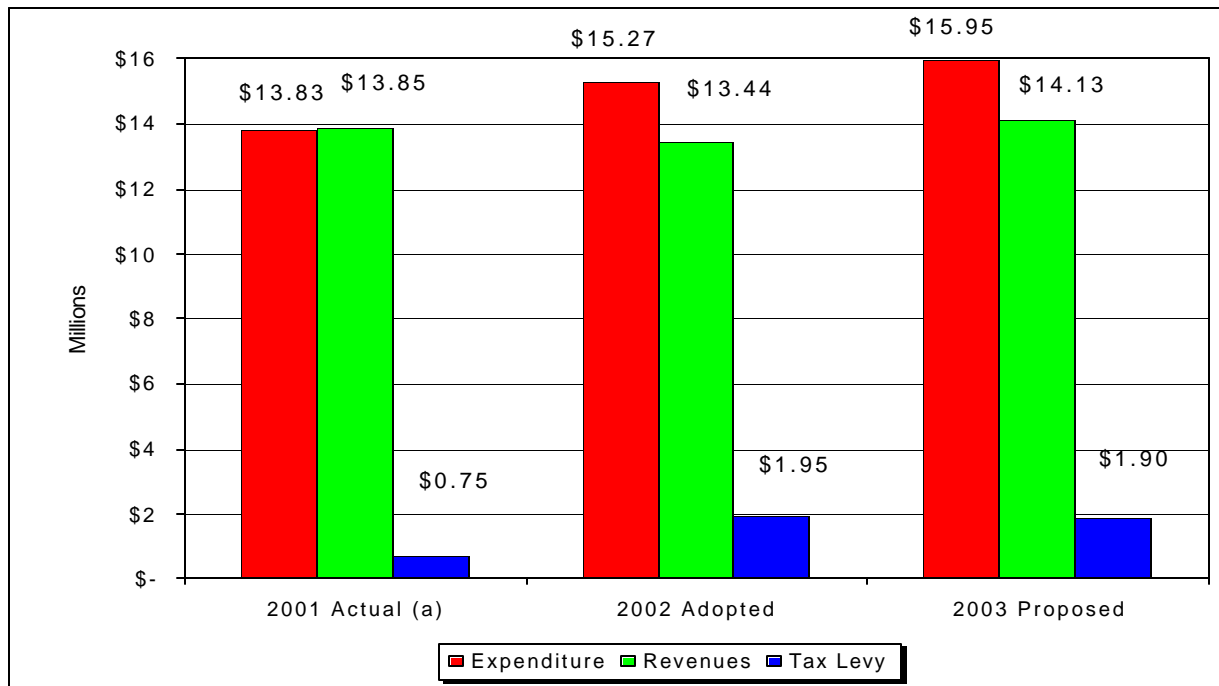
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The agencies within the General Administration Functional Area can be divided into two areas: 1) those with responsibilities vested in an elected official; and 2) those that provide the Central Administrative support operation of the County.

The agencies headed by an elected official include **County Executive; County Board; County Clerk; and County Treasurer.**

The agencies that provide Central Administrative support include: **Department of Administration**, which provides internal operations of financial services, human resource services, purchasing and information systems, and includes the following proprietary fund operations: **Risk Management, Collections, Communications Radio Service, and Records Management.** The office of **Corporation Counsel** serves as legal advisor and counsel to all County elected officials, County agencies, boards, commissions and committees.

General Administration related operations / projects included in other functional areas are Countywide technology related capital projects (see Capital Projects, Section VII) and purchases of major equipment replacements (see End User Technology Fund in Non-Departmental Functional Area, Section VI).



(a) See Functional Area Summary by Agency for information on individual department use of tax levy

The 2003 expenditure budget for this functional area totals \$15,954,888, after adjustments to exclude proprietary fund capitalized fixed asset items, an increase of \$689,523 or 4.52% from the 2002 adopted budget. Budgeted revenues, including \$521,886 of fund balance appropriations, total \$14,131,694, an increase of 5.11% from the previous year's budget. The tax levy necessary to fund this functional area totals \$1,899,505, a decrease of \$46,294 or 2.38% less than the 2002 budget.

**\*\* GENERAL ADMINISTRATION \*\***

Functional Area Summary by Agency

	2001 Actual	2002 Adopted Budget	2002 Estimate	2003 Budget	Change from 2002 Adopted Budget	
					\$	%
<b>* TOTAL GENERAL ADMINISTRATION *</b>						
Expenditure	\$13,833,477	\$15,265,365	\$15,069,116	\$15,954,888	\$689,523	4.52%
Revenues (a)	\$13,851,638	\$13,444,201	\$13,402,637	\$14,131,694	\$687,493	5.11%
Oper Income / (Loss) (d)	\$805,514	\$194,635	\$431,972	\$146,311	(\$48,324)	-24.83%
Tax Levy (b), (c)	\$747,353	\$1,945,799	\$2,028,451	\$1,899,505	(\$46,294)	-2.38%

**BREAKDOWN BY AGENCY**

<b>COUNTY EXECUTIVE</b>						
Expenditure	\$426,301	\$487,060	\$479,079	\$496,371	\$9,311	1.9%
Revenues	\$10,640	\$8,250	\$8,250	\$8,250	\$0	0.0%
Tax Levy	\$415,661	\$478,810	\$470,829	\$488,121	\$9,311	1.9%
<b>COUNTY BOARD</b>						
Expenditure	\$1,096,774	\$1,227,504	\$1,156,851	\$1,257,622	\$30,118	2.5%
Revenues	\$0	\$0	\$0	\$0	\$0	N / A
Tax Levy	\$1,096,774	\$1,227,504	\$1,156,851	\$1,257,622	\$30,118	2.5%
<b>COUNTY CLERK</b>						
Expenditure	\$374,661	\$540,774	\$512,412	\$434,792	(\$105,982)	-19.6%
Revenues	\$132,798	\$127,175	\$129,592	\$129,050	\$1,875	1.5%
Tax Levy	\$241,863	\$413,599	\$382,820	\$305,742	(\$107,857)	-26.1%
<b>COUNTY TREASURER</b>						
Expenditure	\$460,120	\$543,429	\$493,497	\$627,862	\$84,433	15.5%
Revenues	\$6,817,661	\$6,679,200	\$6,275,649	\$6,969,800	\$290,600	4.4%
Tax Levy (c)	(\$6,357,541)	(\$6,135,771)	(\$5,782,152)	(\$6,341,938)	(\$206,167)	-3.4%
<b>DEPARTMENT OF ADMINISTRATION</b>						
Expenditure (b)	\$10,506,641	\$11,320,043	\$11,321,277	\$11,956,318	\$636,275	5.6%
Revenues (a)	\$6,577,074	\$6,305,535	\$6,665,105	\$6,692,933	\$387,398	6.1%
Oper Income / (Loss) (d)	\$805,514	\$194,635	\$431,972	\$146,311	(\$48,324)	-24.8%
Tax Levy (b)	\$4,695,081	\$5,139,143	\$5,018,144	\$5,339,696	\$200,553	3.9%
<b>CORPORATION COUNSEL</b>						
Expenditure	\$968,980	\$1,146,555	\$1,106,000	\$1,181,923	\$35,368	3.1%
Revenues	\$313,465	\$324,041	\$324,041	\$331,661	\$7,620	2.4%
Tax Levy	\$655,515	\$822,514	\$781,959	\$850,262	\$27,748	3.4%

- (a) The 2002 budget includes a total of \$407,115 of fund balance appropriations which includes: Risk Management: \$149,115, Collections: \$70,000, and Radio Services: \$188,000. The 2003 budget includes a total of \$521,886 of fund balance appropriations which includes: Risk Management: \$182,986, Collections: \$70,000, Communications: 78,900, and Radio Services: \$190,000.
- (b) To conform with financial accounting standards, proprietary fund expenditures exclude fixed asset expenditures, debt service-principal payments and proprietary fund retained earnings, therefore, expenditures less revenues do not equal tax levy.
- (c) Revenues in excess of expenditures reduce tax levy funding for other general governmental operations.
- (d) Operating income amounts generated from enterprise fund operations are retained in fund balance and do not result in a reduction of tax levy funding for other operations.

### **Significant program and funding changes from the 2002 budget include:**

- The **County Executive's office** will work with municipalities and county staff to implement the countywide dispatch communication center.
- The **County Clerk's office** is budgeting a cost decrease of \$125,000 for ballot and advertising costs in the election program, as 2003 is estimated to have fewer elections than in 2002.
- The **Treasurer** is budgeting a \$290,000 increase in revenues primarily due to a \$115,000 increase in investment income mostly due to favorable investments resulting from greater returns on invested cash balances and continuing cooperative efforts with the Department of Administration to improve investment cash management practices. Also, penalties and interest on delinquent taxes are budgeted to increase \$95,000 in the 2003 budget.
- The **Department of Administration-Information System Department** will 1) assist the Accounting Services division with the implementation of the payroll/human resource system upgrade; 2) assist Health and Human Services and Senior Services departments through completion of the PeopleLink system which is also slated to be connected to the State Child Welfare System, and 3) Begin the implementation of the selected Police Records Management System and the Detention management System for the new Computer Aided Dispatch system being implemented in the countywide dispatch communication center.
- **Risk Management** costs increase \$125,600 primarily due to purchased insurance increases due to the hardening of the insurance market, especially property insurance coverage on government buildings, since 9/11. Property insurance increases \$30,000, Mental Health Center liability insurance increases \$9,500, and Workers compensation insurance increases \$15,000. Also, Estimated Future claims increase \$55,000 or 9% to reflect actuarial forecasts.
- **Radio Services** will work with municipal partners to identify and recommend solutions for their in-building coverage issues related to the 800 MHZ Trunked Radio System and assist in the preparation for the transition to the county public safety department.
- **Collections** will identify and evaluate enhanced and lower cost skip tracing alternatives to increase recovery percentage and percentage of accounts with social security numbers that are eligible for tax intercept offset.
- **Corporation Counsel** will work with the County Clerk, County Board, Parks, and Dept. of Admin. Budget and information Systems offices to redesign the automated drafting, tracking, editing and posting of ordinances and resolutions.

**BUDGETED POSITIONS 2001-2003  
SUMMARY BY AGENCY AND FUND**

**GENERAL ADMINISTRATION**

Agency	Fund	2001 Year End	2002 Adopted Budget	2002 Modified Budget	2003 Budget	02-03 Change
COUNTY EXECUTIVE	General	4.75	4.75	4.75	4.75	0.00
COUNTY BOARD	General	9.00	9.00	9.00	9.00	0.00
COUNTY CLERK	General	5.50	5.00	5.00	5.00	0.00
TREASURER	General	6.50	6.50	6.25	6.00	(0.25)
DEPT. OF ADMINISTRATION	General	65.20	65.00	65.00	64.60	(0.40)
	Risk Management	3.20	3.20	3.20	3.20	0.00
	Records Management	7.50	7.50	7.50	7.50	0.00
	Communications	2.15	2.35	2.35	2.35	0.00
	Radio Services	5.20	5.20	5.20	5.10	(0.10)
	Collections	4.75	4.75	5.00	4.75	(0.25)
	Subtotal Dept. of Admin.	88.00	88.00	88.25	87.50	(0.75)
CORPORATION COUNSEL	General	11.40	11.40	11.40	11.40	0.00
TOTAL REGULAR POSITIONS		125.15	124.65	124.65	123.65	(1.00)
TOTAL EXTRA HELP		12.08	10.39	10.29	9.50	(0.79)
TOTAL OVERTIME		0.31	0.44	0.44	0.39	(0.05)
TOTAL BUDGETED POSITIONS		137.54	135.48	135.38	133.54	(1.84)

**2003 BUDGET ACTIONS**

COUNTY EXECUTIVE	Reduce 0.04 FTE Extra Help
COUNTY CLERK	Decrease 0.08 FTE Extra Help Decrease 0.02 FTE Overtime
TREASURER	Abolish 0.25 FTE Account Clerk II
COLLECTIONS	Abolish 1.00 FTE Clerk Typist II Create 1.00 FTE Account Clerk I Abolish 0.25 FTE Account Clerk II Reduce 0.28 FTE Extra Help
DOA-GENERAL	Transfer 0.10 FTE Budget Manager from Radio Services to Budget. Abolish 0.50 FTE Account Clerk II Reduce 0.02 FTE Extra Help Reduce 0.01 FTE Overtime
DOA-RADIO SERVICES	Increase 0.12 FTE Extra Help
DOA RECORDS MGMT.	Reduce 0.59 FTE Extra Help Increase 0.02 FTE Overtime
DOA-COMMUNICATIONS	Reduce 0.04 FTE Overtime

**2002 CURRENT YEAR ACTIONS**

TREASURER	Transfer 0.25 FTE Account Clerk II position to DOA - Collections as of July 1, 2002
RISK MGMT.	Given the unplanned turnover in the Sr. Risk Management Analyst position, an intern was hired over the summer months to help alleviate workload from 2 months position vacancy. FTE for intern hours worked in summer = 0.12.